

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 36-2855**

**PACIFIC AIR FORCES COMMAND**

**Supplement 1**

**29 SEPTEMBER 2004**

**Personnel**

**JUDGE ADVOCATE GENERAL AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members.

### **SUMMARY OF REVISIONS**

This supplement establishes approval authority and selection criteria for the PACAF Outstanding (Small and Large) Base Legal Office (Mahalo) Award and the PACAF Outstanding Legal Assistance Program Award. Provides guidance for submitting annual Air Force Judge Advocate General Awards nominations to HQ PACAF/JA. A bar (|) indicates revisions from the previous editions.

**AFI 36-2855, 15 February 2002 is supplemented as follows:**

| 1.10. (Added) PACAF Outstanding (Small and Large) Base Legal Office (Mahalo) Award. This award recognizes outstanding achievement by base legal offices. It is presented annually for the preceding calendar year. The annual winners are based on **leadership, achievements, and community service**. Recognized offices receive a plaque.

1.10.1. (Added) The small office category will be composed of Andersen AFB, Canberra (337 ASUF), Eielson AFB, Kunsan AB, Misawa AB and Singapore (497 CTS/JA). The large office category will be composed of Elmendorf AFB, Hickam AFB, Kadena AB, Osan AB and Yokota AB.

| 1.10.2. (Added) All nomination packages will use the criteria set forth in paragraph **1.10. (Added)** above. All packages will be forwarded to the appropriate NAF for review. The NAFs will forward the best package to HQ PACAF/JA. The 15th Airlift Wing will forward its nomination package directly to HQ PACAF/JA. Nomination packages must arrive at HQ PACAF/JA not later than 15 March.

| 1.10.3. (Added) A committee appointed by the PACAF Staff Judge Advocate will evaluate the packages. The committee will provide a recommendation to the approving authority, the PACAF Staff Judge Advocate, who will make the final selection.

1.11. (Added) The PACAF Outstanding Legal Assistance Program Award. This award recognizes the PACAF command, numbered air force, wing, or installation legal office that has demonstrated the most outstanding innovation and dedication in the provision of legal assistance to PACAF Airmen. Annual winners are selected on the basis of innovation, dedication, and initiative in the provision of legal assistance. Recognized offices will receive a plaque and will be PACAF's nominee for the annual American Bar Association's Legal Assistance for Military Personnel (LAMP) Distinguished Service Award.

1.11.1. (Added) All nomination packages will use the criteria set forth in paragraph 1.11. (Added) above. All packages will be forwarded to the appropriate NAF for review. The NAFs will forward the best package to HQ PACAF/JA. The 15th Airlift Wing will forward its nomination package directly to HQ PACAF/JA. Nomination packages covering the previous 12 months must arrive at HQ PACAF/JA not later than 1 September.

1.11.2. (Added) A committee appointed by the PACAF Staff Judge Advocate will evaluate the packages. The committee will provide a recommendation to the approving authority, the PACAF Staff Judge Advocate, who will make the final selection.

3.2.2. (Added) NAFs (15 AW/JA direct to HQ PACAF/JAE) may submit only one nomination package for each award, but NAFs, to include 15 AW/JA, may submit any number of nominations for the Reichart Award. One copy of each package will then be forwarded to HQ PACAF/JAE to arrive not later than 1 February. A committee appointed by the PACAF Staff Judge Advocate will evaluate the nomination packages submitted for each award and provide a recommendation to the PACAF Staff Judge Advocate who will select the PACAF winner for each category. Award winners will receive an appropriate memento to recognize their selection as the PACAF award winner. PACAF/JA will notify PACAF/CV, NAF/CC, and the appropriate organization commander of PACAF award winners. The appropriate NAF and/or base office will prepare a complete nomination package for submission to AF/JA. Completed nomination packages must be submitted to HQ PACAF/JAE not later than 22 February.

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Staff Judge Advocate